

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **ADMINISTRATIVE COORDINATOR
SPECIAL DISTRICTS**

DEPARTMENT: **COMMUNITY SERVICES**

Under general direction, to perform specialized professional, technical, analytical and administrative work in Special District Assessments; to perform research, analysis, and administrative work in special projects; and to perform other related work as assigned. This is a single position class performing specialized administrative work in the research, development and implementation of Special Districts and administration the tax assessments related to the special districts; and, to provide administrative support to the Community Services Department.

KEY RESPONSIBILITIES:

Determine and monitor the tax assessments for the Special Districts, including but not limited to street and traffic lighting, Buena Vista Channel, street tree trimming, median and drainage maintenance programs;

Assist in coordinating the establishment of service areas and district boundaries, including working with other City departments and representatives of proposed and existing service areas; participating in the annexation process;

Administer the continuing program of services to Special Districts, including budget preparation and tax rate projections within the limits prescribed by State law;

Review legislative proposals relative to special districts;

Provides administrative interpretation of state and local laws relating to special districts;

Conduct research and prepare reports to study the feasibility in creating special districts, including making presentations to citizen groups, commissions, council; calculating costs and liabilities, recommending formulas to assess tax rates;

Respond to public inquiries on property research;

Provide research, analysis and review of various franchises;

Provide special research on projects as assigned;

Provide plan check coordination;

Supervise staff as assigned;

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

State, county and municipal laws, codes, and regulations related to special districts establishment and administration.

Principles of organization, administration, budget and personnel management.

Methods and techniques of research, statistical analysis and report preparation and presentation.

General engineering terminology and procedures.

Ability to:

Properly interpret and make decisions in accordance with laws, regulations and policies.

Problem-solve and make independent decisions related to work.

Research and prepare reports requiring analysis, statistical collection, costing and narrative writing.

Communicate effectively orally and in writing.

Establish effective and cooperative working relationships with staff, the public and others that are in contact with this position.

Supervise; train and evaluate staff as necessary.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical background would include:

Bachelor's degree in Engineering, public administration or related field and four years of progressively responsible experience in engineering, administration or related management field to demonstrated the knowledge and ability required for this level.

This is an at-will management classification.

Management

Salary Schedule

Management Salary

Benefits

City of Carlsbad Management Benefits